

# **REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGEMENT at RISK SERVICES FOR THE CLAY COUNTY JAIL MOORHEAD, MN**

## **Introduction**

Clay County is issuing a RFQ for Construction Management at Risk Services from qualified firms for the construction of a Clay County Jail building.

## **Project Description**

Clay County is accepting Qualifications for a Construction Manager firm to provide design phase services and construction phase services for the construction of a 80,000SF, 188 bed Jail.

The overall cost of the project is approximately \$27 to \$30 million, including design fees, soft costs, and contingencies. Funding for the project may be secured through a combination of state and local funds. Project information can be found at <http://claycountymn.gov/>.

Design work is currently in progress and construction documents will be issued in multiple phases to accommodate the required construction schedule. Design and preconstruction phase services will take place during the winter of 2015-2016. Phased construction of the new building will begin as soon as conditions permit in the spring of 2017. Project completion date is August 2018. The Construction Manager will be responsible for the overall delivery of the project.

## **Scope of Services**

**Contract terms will be based on AIA Document A133 2009**, Standard Form of Agreement between the Owner and Construction Manager as Constructor. It is anticipated that the CM will be expected to provide the following services, although a final decision on the scope of work will be made during the contract negotiation.

- Responsible for Project Budget in cooperation with input from project design team and continual monitoring of budget design thru implementation.
- Develop a Construction Management plan including cost and time parameters, protocol and a complete management information system.
- Establish, monitor and enforce the construction schedule.
- Provide value engineering and constructability reviews of the contract documents.
- Prepare full quantitative estimates for design development and construction documents phases corresponding to anticipated bid package breakdowns.
- Provide a Guaranteed Maximum Price (GMP) for the project.
- Obtain required bonding and insurance policies.
- Assist in design document review and coordination.
- Assist in preparing bid documents, bid package breakdowns and descriptions, general conditions and specifications.
- Analyze construction market and promote project to obtain maximum bid competition.

- Develop bid strategy which increase competition and supports Owner’s goals for local contractors and suppliers or other groups.
- Assist in receiving, evaluating bids and conduct bid opening with Owner
- Prepare, implement, and maintain contracts with all subcontractors for all bid packages.
- Obtain approvals from regulatory agencies.
- Establish and maintain a project financial status reporting system.
- Provide onsite services.
  - Coordinate all bid packages, subcontractors and consultants
  - Monitor and enforce construction schedule
  - Analyze, negotiate and process change orders
  - Prepare project construction reports, minutes and schedules
  - Develop and implement a quality assurance plan
  - Maintain record document set
  - Assist in substantial completion and final completion inspection and preparation of punch lists
  - Process contractor payment applications
  - Monitor contractor safety programs
- Assist in reviewing and preparing all close-out documents including: warranties, operating and maintenance manuals, schedule and coordinate Owner training of system components
- Manage transfer of building operation to Owner
- Monitor and follow up on any warranty issues throughout the one year warranty period

\*Note: the coordination of city infrastructure will remain a responsibility of the Owner and not be a Construction Management firm’s responsibility.

### **Proposed Selection Process**

The County will be selecting the CM through a qualifications and interview process. The proposed schedule for the qualifications reviews, notification and interview is as follows:

Qualifications due	January 6, 2016
Review Qualifications, Rank finalists, Interview	January 20, 2016
Selection of CM firm – Negotiation of Contract	January 27, 2016
Approval of Negotiated Contract	February 2, 2016
CM firm begins work	February 15, 2016

### **Proposal Content**

The Construction Management firm’s proposal should be as brief and concise as possible. In order to facilitate an equitable evaluation of your firms Construction Management qualifications, please respond specifically to the following items in the order as described below:

- A. General Information
  - a. Firm name, address, city , state, zip code and telephone number
  - b. Year established
  - c. If your firm has branch offices, list locations and staff for each
  - d. Type of organization (individual, partnership, corporation)
  - e. List of officer’s names
  - f. How many years has your firm provided construction management services

- g. How will your firm develop and establish leadership for the project team, consisting of the architect, specialty consultants, engineers, owner's representatives and contractors involved in the project.
  - h. Describe what steps your company has taken during recent years to be innovative and progressive in the development of your business so as to better serve your clients.
  - i. What is your relationship with local contractors and sub-contractors? Identify five local contractors or sub-contractors, including the company name, representative, and phone number, which can be contacted for references. If you do not have a relationship with any local contractors, list regional contacts.
- B. Experience
- a. Provide a list of comparable projects for which your firm has acted as a Construction Manager. Include the project name, location, owner, and architect, building type, construction cost, year it was constructed, time frame in which it was completed and the role your firm played on the project.
  - b. Select three of the projects from the above list as specific examples of your capabilities and provide the following information for each project. Identify what specific or unique value your team added to the success of each project.
    - i. Name and phone number of Owner's representative
    - ii. Name of phone number of Architect or Engineering representatives.
    - iii. Name of your project manager
- C. Personnel
- a. Provide a summary of the number of personnel employed by your firm in the following functions:
    - i. Corporate Management
    - ii. Project Management
    - iii. Estimating and Scheduling
    - iv. Data Processing /Administrative Report
    - v. Safety Inspection
  - b. Provide an organization chart graphically indicating how the firm would staff and structure the proposed team of pre-construction and construction phases for the project. Identify who would be the primary contact with the Administration and the Design Team. Indicate any personnel who would not be located in the Project Field Office.
  - c. Provide a list of key personnel that you are prepared to commit to this project including Project Director and Field Construction Manager.
- D. Responsibilities
- a. Describe your capabilities and procedures in the specialized areas of:
    - i. Budget Estimating
    - ii. Value Engineering
    - iii. Mechanical and Electrical Estimating/Value Engineering
    - iv. Scheduling
    - v. Subcontractor bid review and Analysis/Recommendations
    - vi. Subcontractor Selection
    - vii. Cost Control
    - viii. Quality Control

- b. Provide a typical Cost Status Report for a similar Construction Management project. (Names and other identifying features may be redacted)
- c. Describe your local knowledge of the local construction conditions and market.
- d. What responsibility does your firm take toward maintaining the budget and schedule?
- e. Discuss steps you will take to ensure maximum participation of the local contracting community in this project.
- f. Describe your firm's special strengths and area in which you believe your company to be exceptionally competent.
- g. Describe how your firm would follow up on any warranty issues during the one year contractor warranty period.
- h. Describe how your firm will manage Owner's liability and coordinate individual contractor's insurance requirements.

### **Evaluation Criteria**

The proposals will be evaluated relative to the following criteria:

1. Qualifications of individuals assigned to the project
2. Familiarity with the local and regional construction markets
3. Performance on past projects
4. Ability of firm and assigned personnel to meet time and budget constraints
5. Project experience and approach
6. Recent, current and projected workloads
7. Construction Management Fee

### **CM Selection**

The County will review each CM's submittal and rank each firm to determine the top candidates. Firms will be interviewed as deemed necessary to determine the successful construction management firm. The County reserves the right to reject any and all proposals and to select a firm and award a contract as is deemed in the best interest of the County.

### **Cost of Preparation**

All costs associated with preparation of statement of qualifications shall be borne by the interested firm.

### **Procedure for Submission**

Construction Managers wishing to be considered shall submit **eight (8) hard copies and one (1) electronic copy (in PDF format)** of their qualification materials to:

Brian C. Berg  
Administrator  
Clay County Courthouse  
807 11th St. N  
3rd Floor  
Moorhead, MN 56560

Qualification materials must be received by the County Office no later than 4:00 pm on Wednesday, January 6, 2016.

**Questions regarding the content of the RFQ submittal instructions should be directed to:**

Brian C. Berg  
Administrator  
Clay County Courthouse  
807 11th St. N  
3rd Floor  
Moorhead, MN 56560  
  
218-299-5002